

View Reviews

1 Introduction

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is SC's web-based system for managing proposals and subsequent financial assistance awards (grant and cooperative agreements).

Once a decision has been made on a proposal (Decline or Recommended for Funding), the applicant can view the reviews for his or her proposal.

The purpose of this document is to provide step-by-step instructions for users to follow to view their reviews.

2 Prerequisites

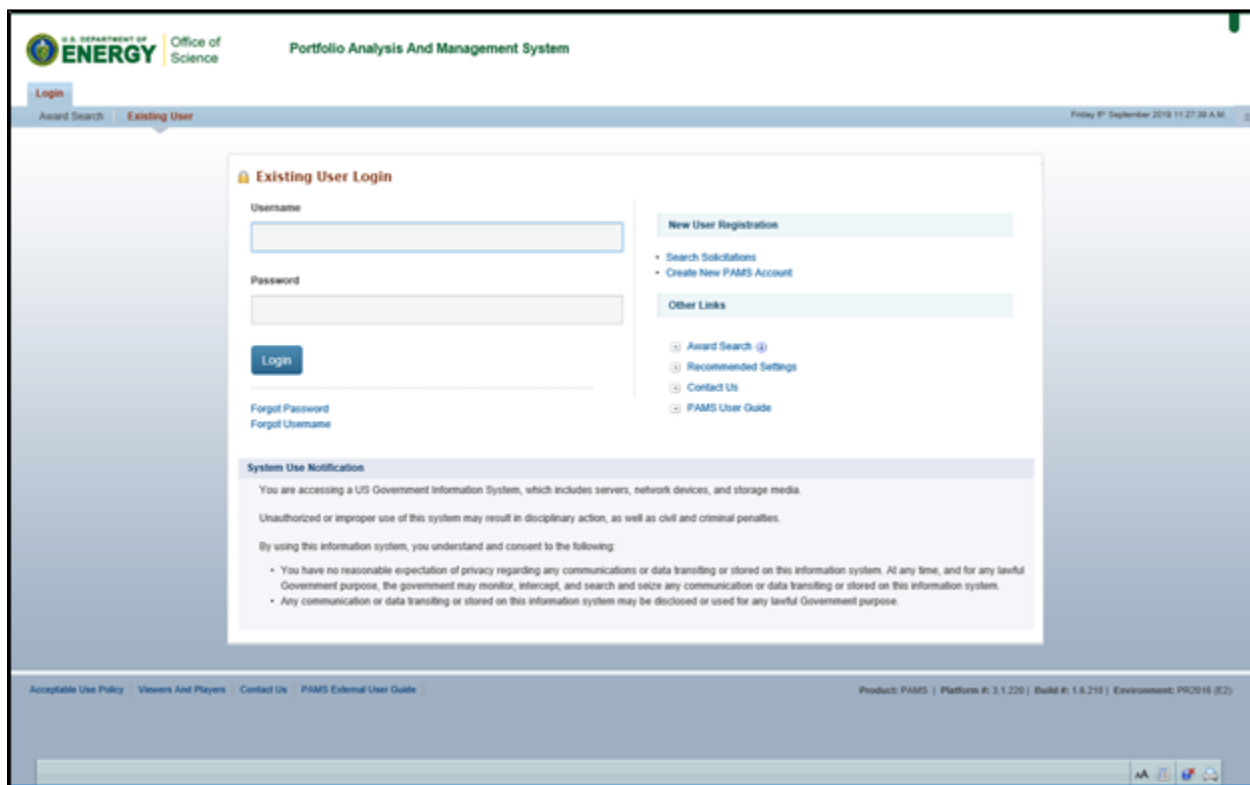
Before a user can view reviews, the following criteria must be met:

- The user has an active, external account.
- The user's institution has submitted a proposal, and a decision has been made on that proposal.
- For Non-SBIR proposals, the user possesses the PI role.
- For SBIR proposals, the user possesses the PI or SRO role.

3 Viewing Reviews

Use the following steps to View Reviews.

1. Log in to your PAMS external account at: <https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx> (Figure 1).



The screenshot shows the PAMS External Login page. At the top, there is a header with the U.S. Department of Energy Office of Science logo and the title "Portfolio Analysis And Management System". Below the header, there is a navigation bar with "Award Search" and "Existing User" tabs. The "Existing User" tab is selected. The main content area is titled "Existing User Login" and contains a login form with fields for "Username" and "Password", a "Login" button, and links for "Forgot Password" and "Forgot Username". To the right of the login form, there is a "New User Registration" section with links for "Search Solicitations" and "Create New PAMS Account". Below this, there is an "Other Links" section with links for "Award Search", "Recommended Settings", "Contact Us", and "PAMS User Guide". At the bottom of the page, there is a "System Use Notification" section with a disclaimer. The footer contains links for "Acceptable Use Policy", "Viewers And Players", "Contact Us", and "PAMS External User Guide".

Figure 1. PAMS External Login

2. PAMS will load the homepage. Navigate to **Proposals**. (Figure 2)

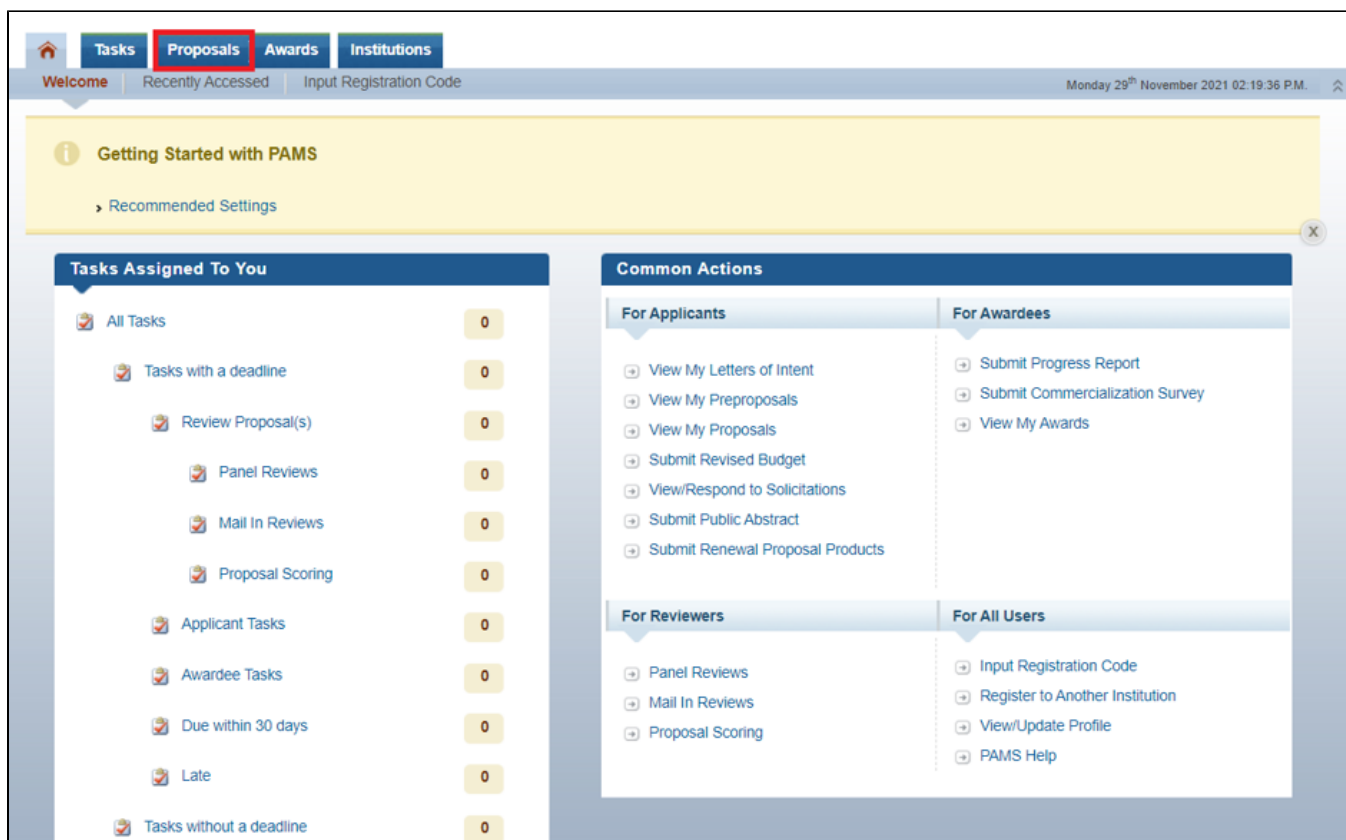


Figure 2. PAMS Homepage – Proposals

3. PAMS will load the Guide Me tab. Click **View My Proposals** in the Proposals column in the “What would you like to do?” section. (Figure 3)

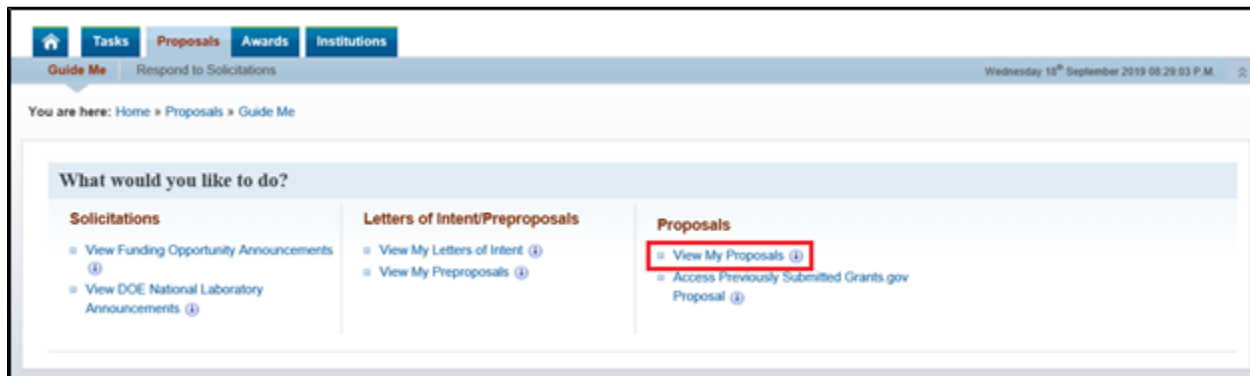


Figure 3. Proposals – Guide Me – View My Reviews

4. PAMS will load the My Proposals page. Locate the proposal for which you would like to view the reviews, and click **Reviews** in the View section of the **Actions/Views** menu in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal. (Figure 4)

My Proposals

The existing Proposals accessible to you are listed below. To filter, enter the data in the textboxes below the column headings and click the filter icon. To search, (+ View More)

Detailed View | Search | Saved Searches

Page size: 15 Go 3 items in 1 page(s)

Proposal ID	PI	Title	Institution Name	Proposal Type	Proposal Status	Options
0000000000	[LastName, FirstName]	[Title]	[Institution Name, City, State]	Renewal	Awarded	Action Manage Peer Access View Proposal PDF Reviews
0000000000	[LastName, FirstName]	[Title]	[Institution Name, City, State]	Renewal	Awarded	
0000000000	[LastName, FirstName]	[Title]	[Institution Name, City, State]	Renewal	Awarded	

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Figure 4. My Proposals – Reviews

5. PAMS will load the View Reviews popup window, which contains information about the proposal (including the title, solicitation number, and reviewer category), as well as all of the reviews for your proposal. Reviews are organized by reviewer. PAMS will also display External Notes from the PM, if applicable. Once you are done viewing your reviews, click **Close Window** in the bottom right corner of the page, or click the **X** in the top right corner of the window. (Figure 5)

View Reviews

[0000000000: [Title] PI: [LastName, FirstName]

Proposal Title: [Proposal Title]
 Solicitation: DE-FOA-0000000 - [Title]
 Reviewer Category: Reviewer

By Reviewer

Reviewer 1
 Reviewer 2
 Reviewer 3
 Reviewer 4

External Notes (1)

[External Notes]

Close Window